



GLENDER P. CACAYAN

Get in contact:

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- 📍 Dubai, United Arab Emirates

PROFESSIONAL SUMMARY

Results-driven Store Assistant Manager with over 4 years of experience in retail management, specializing in enhancing customer satisfaction and driving sales growth. Proven ability to lead and motivate teams, streamline operations, and implement effective merchandising strategies. Adept at managing inventory, training staff, and ensuring compliance with company policies. Committed to promoting a positive shopping experience while achieving operational excellence and exceeding performance targets.

SKILLS AND COMPETENCIES

- Proficient in Microsoft Office (Word, Excel, Outlook)
- Strong organizational and communication skills
- Proven ability to work in fast-paced environments
- Ability to handle cash registers
- Team leadership and staff training/development
- Inventory management and operational efficiency
- Excellent customer service skills
- Expertise in sales and promotions
- Visual merchandising skills
- Problem-solving and adaptability
- Strong time management skills

LANGUAGES

English

Full Professional Proficiency

Filipino

Native or Bilingual

WORK EXPERIENCE

Store Assistant Manager

Viva Supermarket - Sharja, United Arab Emirates

From July 2020 to October 2024

- Assist the Store Manager in overseeing day-to-day store operations, including opening and closing procedures.
- Supervise, train, and motivate store staff, ensuring productivity and adherence to company policies.
- Monitor and manage inventory levels, ordering stock when necessary to avoid shortages or overstocking.
- Ensure proper merchandising and store presentation to maximize sales and create an appealing shopping experience.
- Handle customer inquiries, complaints, and resolve issues in a professional and timely manner.
- Analyze sales data to identify trends, make recommendations for improvements, and meet store performance targets.
- Assist in scheduling staff shifts to ensure optimal coverage during peak hours.
- Ensure compliance with health, safety, and sanitation regulations within the store.
- Support the Store Manager in preparing reports and budgets.

Butcher Branch In-Charge

West Zone Supermarket - Dubai, United Arab Emirates

From 2017 to 2020

- Arrange cuts of meat and place them in an attractive manner in the display case so that customers will wish to purchase them.
- Weigh, label and price a variety of cuts of meat for on-demand selections by customers in an efficient manner that keeps customers satisfied.
- Prepare meat into forms ready for cooking using a variety of actions, including boning, tying, grinding, cutting and trimming to make it easier for customers.
- Educate customers on different selections and types of poultry, pork, beef and fish to help them decide what to purchase.
- Maintain and clean the meat preparation counter to reduce the risk of food contamination and adhere to food safety guidelines.

EDUCATION

Vocational

TESDA | Consumer Electronics Servicing

Nueva Ecija, Philippines

From 2012 to 2013

Merchandiser

Puregold - Nueva Ecija, Philippines

From 2014 - 2016

- Set up and arrange displays and demonstration areas to attract the attention of prospective customers
- Maintain the cleanliness of the working area
- Conduct a complete count of the inventory
- Check Bad Orders and for RTV

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Glender P. Cacayan

Applicant